

CYNGOR SIR POWYS COUNTY COUNCIL.

**Democratic Services Committee
6th July 2023**

REPORT AUTHOR: Emma Palmer, Director of Corporate Services

REPORT TITLE: Appointment of Head of Democratic Services

REPORT FOR: Decision

1. Purpose

- 1.1 The Committee is asked to appoint a new Head of Democratic Services following the retirement of the current post holder on 31st July, 2023.

2. Background

- 2.1 The Local Government (Wales) Measure 2011 requires that the Democratic Services Committee (on behalf of the Council) must designate one of its officers as a Head of Democratic Services to discharge the “Democratic Services Functions” as set out in the Measure.
- 2.2 Appendix 1 sets out an extract of the Statutory Guidance. However, paragraph 3.7 of the Statutory Guidance has been amended by Section 161 of the Local Government and Elections (Wales) Act 2021 removing the restriction on the Council’s Monitoring Officer becoming the Council’s Head of Democratic Services.
- 2.3 The current postholder who has been undertaking the role since 2014 is retiring from the Council at the end of July 2023, and the Committee is asked to appoint a new Head of Democratic Services effective from 1st August 2023.
- 2.4 A copy of the Job Description / Person Specification for the role is attached as Appendix 2.

3. Advice

- 3.1 Expressions of interest to undertake the role were sought from the Head of Legal Services, the Head of Transformation and Democratic Services and the Board Business Manager. The Head of Transformation and Democratic Services has expressed an interest in undertaking the role which is supported by the Director of Corporate Services and the Head of Legal Services.

4. Resource Implications

- 4.1 There is no additional financial remuneration attached to this role. The role was considered by the Council’s job evaluation process and the result is that the

role is incorporated within the salary grade of the designated officer appointed to the role.

4.2 The revenue budget is in place to support the post.

4.2 The Head of Finance (Section 151 Officer) notes the report and supports the recommendation.

5. Legal implications

5.1 Legal : The recommendation can be supported from a legal point of view

5.2 The Head of Legal Services and the Monitoring Officer's has commented as follows: " I note the legal comments and support the recommendation"

6. Data Protection

6.1 Not required. This does not involve the processing of personal data.

7. Comment from local member(s)

Not applicable.

8. Impact Assessment

Not required

9. Recommendation

Recommendation:	Reason for Recommendation:
That Catherine James, Head of Transformation and Democratic Services be designated as the Council's statutory Head of Democratic Services with effect from 1st August 2023	To comply with the requirements of the Local Government (Wales) Measure 2022 (as amended) that the Council designates one of its officers as Head of Democratic Services.

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